



STATE OF WASHINGTON

STATE RECORDS COMMITTEE

Office of the State Auditor • Office of Financial Management • Office of the Attorney General • State Archives

PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

MEETING MINUTES

November 4, 2009 – 1:30 pm

Archives Conference Room, Olympia

Members Present: Steve Ryser (Office of the State Auditor); Cindy Evans (Attorney General's Office); Mike Steenhout (Office of Financial Management)

Staff Present: Russell Wood (State Records Manager); Irene Koester (Records Management)

Records Officers/Guests: Millie Brombacher (Department of Social and Health Services); Barbara Benson (University of Washington); Christine Taylor (University of Washington); Jeff Larsen (Department of Agriculture); Bruce Clark (Department of Licensing); Stacii McKeon (Liquor Control Board); Brenda Galarza (Secretary of State); Lysa Homan Walker (Department of Labor and Industries); Linda Bures (Department of Fish and Wildlife); Anita Wieland (Office of Financial Management).

I. ROUTINE BUSINESS

A. Call to Order: Steve Ryser called the meeting to order at 1:30 p.m.

B. Introduction of Records Officers/Guests: All Records Officers and guests were introduced.

C. Approve October 7, 2009 Minutes: Ryser called for a motion to approve the October 7, 2009 minutes; moved by Evans, seconded by Ryser.

Resolution: Motion carried.

D. Adoption of Today's Agenda: Ryser called for a motion to approve today's agenda. Motion to approve as amended by Steenhout, seconded by Evans.

Resolution: Motion carried.

II. OLD BUSINESS

A. 1. Tabled item from October 7, 2009 meeting

Washington State University Office 8605 (Office of Research Assurances) dated September 2, 2009

Action: Motion to table by Steenhout, seconded by Ryser, to allow time for agency to be contacted to obtain further information pertaining to OPR/OFM designation.

Resolution: Motion carried.

B. Update on Requests to Discontinue Records Series

The State Records Manager will provide more information with updated numbers on the status of backlogged discontinues at the next meeting.

III. NEW BUSINESS

A. Announcements from the State Archivist

1. There were no announcements for this meeting.

B. State Agency Unique Records Retention Schedules/Action Items for Committee Review/Approval

1. Department of Agriculture

Records Retention Schedule for Office 640 – Certification & Training, dated October 13, 2009

Action: Motion to table by Evans, seconded by Ryser, to allow the agency time to provide further information pertaining to the total retention.

Resolution: Motion carried.

2. Department of Corrections

Records Retention Schedule for Office 430 – Facilities/Office/Site, dated October 12, 2009

Action: The agency has withdrawn this request per an email dated October 26, 2009.

Resolution: None.

3. Liquor Control Board

Records Retention Schedule for Office 217 – Wine/Beer Reporting, dated October 8, 2009

Action: Motion to approve: Steenhout, seconded by Ryser

Resolution: Motion carried.

4. Office of the Secretary of State

Records Retention Schedule for Office 400 – Elections, dated October 2, 2009

Action: Motion to approve: Steenhout, seconded by Ryser

Resolution: Motion carried.

5. Department of Social and Health Services

Records Retention Schedule for Office 760 – Alcohol & Substance Abuse, Division of Behavioral Health & Recovery, dated September 29, 2009

Action: Motion to approve: Evans, seconded by Ryser

Resolution: Motion carried.

Records Retention Schedule for Office 915 – Home & Community Services, Aging & Disability Services Administration, dated September 1, 2009

Action: Motion to approve both revised and new series as amended: Evans, seconded by Ryser

Resolution: Motion carried.

6. Washington State Patrol

Records Retention Schedule for Office 230 – Crime Laboratory Division, dated October 8, 2009

Action: Motion to table by Steenhout, seconded by Ryser, due to questions about permanent in-house retention.

Resolution: Motion carried.

Records Retention Schedule for Office 440 – Supply Section, dated October 8, 2009

Action: Motion to approve: Ryser, seconded by Steenhout

Resolution: Motion carried.

7. Department of Licensing

Records Retention Schedule for Office 521 – Driver Training Schools/Driver Policy & Programs, dated October 1, 2009

Action: Motion to approve: Ryser, seconded by Steenhout

Resolution: Motion carried.

Records Retention Schedule for Office 611 – Business & Professions – Professional Athletes, dated October 13, 2009

Action: Motion to approve: Evans, seconded by Ryser

Resolution: Motion carried.

Records Retention Schedule for Office 667 – Business & Professions – Tattoo, dated October 14, 2009

Action: The agency's records officer asked for this item to be tabled at this time, as he thinks this record series may be a better fit under a series in the General Schedule.

Resolution: None.

Records Retention Schedule for Office 688 – Business & Professions – Court Reporters, dated October 13, 2009

Action: Motion to approve: Ryser, seconded by Steenhout

Resolution: Motion carried.

8. University of Washington

Records Retention Schedule for Office - Any Office, dated September 30, 2009

Action: Motion to approve: Ryser, seconded by Steenhout

Resolution: Motion carried.

Records Retention Schedule for Office 06/07/01 – Robinson Center for Young Scholars, dated September 28, 2009

Action: Motion to approve: Ryser, seconded by Steenhout

Resolution: Motion carried.

Records Retention Schedule for Office 08/06 – FSO: Custodial Services, dated September 28, 2009

Action: Motion to approve: Steenhout, seconded by Ryser

Resolution: Motion carried

Records Retention Schedule for Office 09/14 – Tax Office, dated September 28, 2009

Action: Motion to approve: Evans, seconded by Ryser

Resolution: Motion carried

V. NEXT MEETING

When: December 2, 2009 - 1:30pm

Where: Archives Conference Room, Archives and Records Building, Olympia

VI. ADJOURNMENT

Action: Motion to adjourn: Steenhout, seconded by Ryser

Resolution: Meeting adjourned 2:30 p.m.

CERTIFICATION OF MINUTES OF THE STATE RECORDS COMMITTEE MEETING:

I, Steve Ryser, Chair of the State Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the State Records Committee of the Secretary of State, Archives and Records Management Division, held in the State Archives Building conference room on November 4, 2009, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington and that a quorum was present.

Steve Ryser
Chair Signature

12-2-09
Date